



JUVENILE JUSTICE DIVISION

Juvenile Accountability Incentive Block Grant Program

Application for Federal Funds

Original applications should be submitted no later than 4:30 p.m. on August 1st

**Indiana Criminal Justice Institute
Youth Division Director
One North Capitol Avenue, Suite 1000
Indianapolis, IN 46204-2038
(317) 233-3340**

***No faxed copies will be accepted**

Indiana Criminal Justice Institute

JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS APPLICATION

(See instructions on the next page.)

For ICJI Use Only

Date Received: ____/____/____ Federal Award: \$ _____ Grant Number: _____

A Type of Project: ☐ Continuation Project → Previous Grant Numbers for this Project: _____
☐ New Project _____

B Project Title: _____

C Beginning Date of Project: ____/____/____ Ending Date of Project: ____/____/____

LEGAL APPLICANT

D Name of Agency/Organization: _____
Address: _____
City: _____ State: _____ Zipcode: _____ County: _____
Email: _____ Tel: ____/____/____ Fax: ____/____/____

E Financial Officer: _____
Address: _____
City: _____ State: _____ Zipcode: _____ County: _____
Email: _____ Tel: ____/____/____ Fax: ____/____/____

F Federal Employer ID Number: 035-_____

G Type of Agency/Organization: ☐ State ☐ County ☐ City ☐ Town ☐ Other

H Location of Agency/Organization: U.S. Congressional District: _____ State Judicial District: _____

IMPLEMENTING AGENCY

I Name of Agency/Organization: _____
Address: _____
City: _____ State: _____ Zipcode: _____ County: _____
Email: _____ Tel: ____/____/____ Fax: ____/____/____

J Project Director: _____
Address: _____
City: _____ State: _____ Zipcode: _____ County: _____
Email: _____ Tel: ____/____/____ Fax: ____/____/____

K Other Contact: _____ Tel: ____/____/____ Email: _____

FUNDING REQUEST

L-1	JAIBG Allocation	\$ _____
L-2	Cash Match	\$ _____
L-3	Total Project Cost	\$ _____

→ Source: _____

PROJECT INFORMATION

M-1 How many volunteers will be used for this project? _____

M-2 How many juveniles are expected to receive direct services from this project? _____

Instructions for A–M

Please read all instructions before completing the application and contact the Institute if you have questions. Failing to follow instructions or submitting an incomplete application will delay the processing of your grant application.

You do not have to complete an application item if it is blocked out by shading.

Please do not use forms or verbatim material from a previous year's grant application for your new application, and do not include copies of the instructions or administrative requirements pages with your completed application.

- A** Check “Continuation Project” if the proposed project is currently being funded by the Institute under the grant program to which you are now applying. Applicants applying for a continuation should list all previous grant numbers for the project. Check “New Project” if the proposed project is currently not being funded by the Institute under the grant program to which you are applying.
- B** Enter the title of the project for which funds are being requested.
- C** Enter the beginning and ending dates for the proposed project.
- D** The Legal Applicant must be a public entity (village, town, city, township, county, other general purpose political subdivision of the state, state agency, public university, etc.). For example, a county prosecutor's office could be the legal applicant on behalf of a private, not-for-profit agency.
- E** Enter the name and contact information for the Financial Officer of the office that is legally responsible for the Legal Applicant's financial records (e.g., the County Auditor, City Controller, City Clerk-Treasurer, Town Treasurer).
- F** Enter the Legal Applicant's Federal Employer Identification Number.
- G** Indicate whether the Legal Applicant is a state, county, city, or town agency/organization.
- H** Enter the U.S. Congressional District and State Judicial District in which the Legal Applicant is located.
- I** The Implementing Agency is the unit, department, division, organization, or agency responsible for maintaining general oversight of the project's implementation and grant administration, including the submission of all reports required by the Institute.
- J** The Project Director is the individual charged by the Implementing Agency with direct responsibility for the day-to-day management of the project and grant administration.
- K** Enter the name and contact information for the person who will serve as the principal contact for grant administration if other than the Project Director.
- L-1** Enter amount of JAIBG allocation. If this is a joint application, provide the total allocation for all jurisdictions included in this grant application. (see “Indiana Allocations” enclosure) Please make sure to complete “Waiver of Direct Subgrant Award” on page 22 of this application packet.
- L-2** Enter amount of cash match and the source of the match. If this is a joint application, provide the total cash match for all jurisdictions included in this grant application. (see “Indiana Allocations” enclosure)
- L-3** Add amount of JAIBG allocation and amount of cash match and enter that number here.
- M-1** Enter the approximate number of volunteers that will be used for the project.
- M-2** Enter the approximate number of juveniles who are expected to receive direct services from this project. A direct service is a service that is provided directly to a child (e.g., providing substance abuse counseling to juvenile probationers).

Instructions and Definitions for N, O, P, and Q

A **Grant Abstract** provides a short summary of all proposed projects to be funded. A good grant abstract is not a discussion of the problem, but should instead provide reviewers with an overview of all proposals in one or two paragraphs.

A **Problem Identification Statement** succinctly states the problem in your community you intend to address through the proposed grant. Community is defined as a neighborhood, city, county, group of counties, or the state as a whole. Data and information for juvenile justice needs and crime problems should be included as part of your Problem Identification Statement.

If more than one project is being proposed within the grant, please provide the following information for each.

A **Project Description** briefly describes the project that is being proposed and how it addresses the problem you identified in your Problem Identification Statement. In your description, indicate the Purpose Area that your project best fits in (see page 10, “JAIBG Purpose Areas” for more information). A good project description will (a) describe an approach or remedy to the problem, (b) list the people who will benefit from the project (be as specific as possible) and (c) indicate how long it will take to see results from the project. If the proposed project is a continuation project (See A on Page 2), please also provide a brief summary of the achievements of the project up to this point.

A **Project Goal** is a concise statement indicating what the project is expected to achieve (i.e., its desired outcome). Some examples include:

- Increase juvenile offender information sharing in Hoosier County.
- Enhance supervision and accountability for serious juvenile offenders in Hoosier County.
- Expand the number of agencies identifying at-risk youth in Hoosier County.

Project Objectives specify *measurable* outcomes related to the goal, including the expected level or amount of change and the date by which the change is expected to occur. For example, objectives for the goal “Increase juvenile offender information sharing in Hoosier County” might include:

Objective 1: By the end of the grant period, establish a SHOCAP Team in Hoosier County.

Objective 2: By the end of the grant period, implement a centralized computer data sharing system for 50% of Hoosier County agencies that serve juvenile offenders.

Project Activities are the specific activities or steps that will be taken to achieve each objective. For example, activities for the two objectives listed above might include:

Objective 1: Establish a SHOCAP Team in Hoosier County.

Activity 1: Establish a SHOCAP Team to include representatives from law enforcement, schools, prosecutor, probation department, and community corrections.

Activity 2: Develop a memorandum of understanding for participating agencies.

Activity 3: Develop SHOCAP program guidelines.

Objective 2: Implement a centralized computer data sharing system for 50% of Hoosier County agencies that serve juvenile offenders.

Activity 1: Review and evaluate computer data systems and determine compatibility with current hardware and software in targeted agencies.

Activity 2: Determine data to be collected and establish data entry protocols.

Activity 3: Install selected database in selected agencies.

Activity 4: Train agencies on the use of the centralized data sharing system.

- N Grant Abstract.** In the space provided, please provide a short summary of all proposed projects to be funded. A good grant abstract is not a discussion of the problem, but should instead provide reviewers with an overview of all proposals in one or two paragraphs.
- O Problem Identification Statement.** In the space provided, please provide your Problem Identification Statement by succinctly stating the problem in your community you intend to address through the proposed grant. Community is defined as a neighborhood, city, county, group of counties, or the state as a whole. Data and information for juvenile justice needs and crime problems should be included as part of your statement.

Note: P and Q should be completed for each project you are proposing within your grant application. Please copy additional pages if needed.

- P Project Description.** In the space provided, please briefly describe the project that is being proposed and how it addresses the problem you identified in your Problem Identification Statement. In your description, indicate the Purpose Area that your project best fits in (see page 10, “JAIBG Purpose Areas” for more information). A good project description will (a) describe an approach or remedy to the problem, (b) list the people who will benefit from the project (be as specific as possible) and (c) indicate how long will it take to see results from this project. If the proposed project is a continuation project (See A on Page 2), please also provide a brief summary of the achievements of the project up to this point.

Q In column (a), list the overall **Goal** of the proposed project. In column (b), list up to three specific **Project Objectives** related to that goal. And in column (c), list the **Project Activities** or steps you plan to take to achieve the objectives you have listed. Please refer to the instructions on page 4 of this application for definitions and examples of Project Goals, Project Objectives and Project Activities. Copy as necessary and complete this table for each proposed project.

(a) Project Goal	(b) Project Objectives	(c) Project Activities
List the overall goal of your project.	List up to three specific objectives that support the project goal.	List as many activities as needed that support project activities.
	1. _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
1. _____ _____ _____ _____	2. _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
	3. _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____

R Who will evaluate the effectiveness of the grant (check all that apply):

- ☐ Subgrantee agency personnel
- ☐ Independent evaluators (e.g., university research staff, a private research firm)

S How will the effectiveness of the grant be evaluated (check all that apply):

- ☐ Collection and analysis of statistical systems data (e.g., arrest reports)
- ☐ Obtaining feedback on immediate impact before participants, attendees, users, or recipients leave the site of the service, training, etc.
- ☐ Obtaining feedback on longer-term impact on delinquency.
- ☐ Obtaining feedback on longer-term impact on professionals, agencies, coordination among agencies, etc.
- ☐ Other (specify): _____

FOR:

G. Schools (staff and students)

H. Business

I. Religious-affiliated, fraternal, non-profit, or social service organizations involved with juvenile justice issues

J. Other, specify: _____

[illegible]

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JAIBG PURPOSE AREAS

Using the table below, please indicate the purpose area(s) that best represent the project(s) you are proposing to implement and the funding you are dedicating to each. For each row, please list under "Total Project Costs" the amount of funding being dedicated, under "Percent" list what percent of total project costs this represents and under "JAIBG Purpose Areas" check each purpose area being included. The dollar amount in the bottom row of the table (Total), should match the dollar amount listed on page 2, question L-3 of the application. Total allocations should add to 100%.

Program funds must be spent within the eight (8) authorized JAIBG Purpose Areas. There are minimum distribution percentages for each of these areas and they are based on federal guidelines for the JAIBG Program. These minimum distribution percentages are required unless applicants show that the interests of public safety and juvenile crime control in their local community would be better served by expending the funds in a proportion other than the 45% and 35% minimums. If your budgeted amounts do not meet the minimum percentage requirements, complete the 45% / 35% Waiver Request Form provided on the following page.

Reasons to justify different proportions might include:

1. Alternative funding sources available for these areas,
2. Recipient does not have jurisdiction in these areas,
3. Existing structures and/or initiatives meet the need of the purpose areas(s), or
4. The awarded funds are too small to make an impact if divided.

Total Project Costs	Percent	JAIBG PURPOSE AREAS
\$ _____ (10% Maximum)	_____ %	JAIBG Program Administrative Costs (Can be used to reimburse the pre-incurred costs of plan development.)
\$ _____ (45% Minimum)	_____ %	<input type="checkbox"/> A Addressing juvenile crime more effectively and efficiently, by increasing the accountability of juvenile offenders, reducing recidivism among juvenile offenders, and improving the operation of the juvenile justice system. <input type="checkbox"/> B Addressing juvenile crime more effectively and efficiently by establishing juvenile drug court programs or similar court/prosecution programs for juvenile offenders.
\$ _____ (35% Minimum)	_____ %	<input type="checkbox"/> C Providing alternatives to secure detention. <input type="checkbox"/> D Enhancing the identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts by promoting interagency information-sharing programs. <input type="checkbox"/> E Enhancing the juvenile correctional system through training of juvenile correctional personnel and improvements to correctional facilities. (Any funds used to construct permanent detention/correctional facilities require a 50% cash match.) <input type="checkbox"/> F Enhancing the control, supervision, and treatment of juvenile offenders who repeatedly commit serious delinquent or criminal acts
\$ _____	_____ %	<input type="checkbox"/> G Building upon existing accountability-based programs to protect students and school personnel from drug, gang, and youth violence on school grounds. <input type="checkbox"/> H Implementing a policy of controlled substance testing for appropriate categories of juvenile offenders within the juvenile justice system.
\$ _____ TOTAL	100%	Allocation + Cash Match = Total Program Costs

Indiana Criminal Justice Institute

45% / 35% WAIVER REQUEST FORM

_____ (City, County, or Town)	, certifies that the interests of public safety and juvenile crime would be better served by expending the JAIBG funds in a proportion other than the given percentage minimums for the respective purpose areas.
----------------------------------	---

In the space below, please provide your rationale why you think it is appropriate to use a funding proportion other than the JAIBG required 45% / 35% distribution.

Signature of Authorized Official (Person authorized to enter binding commitments on behalf of the unit of government.)	Date

BOARD APPROVAL OF WAIVER (CJI USE ONLY)

☐ **Approved**
☐ **Denied**
Date: _____

CERTIFICATION OF CONTROLLED SUBSTANCE TESTING POLICY OF APPROPRIATE JUVENILES WITHIN THE JUVENILE JUSTICE SYSTEM

The State of Indiana has existing Controlled Substance Testing practices and policies in place for children in the juvenile justice system.

→ Pursuant to EXECUTIVE DIRECTIVE #97-5, all Department of Correction juvenile facilities are authorized to conduct urinalysis testing on offenders. The Juvenile Urinalysis Program within each facility may include all of the following procedures:

- Random Selection – randomly selected sample of offender population is tested on a monthly basis.
- Suspect Testing – drug testing on single offender or group of offenders suspected for being under the influence of alcohol or controlled substances.
- Saturation Testing – groups of offenders (e.g., dorm units, all offenders returning from Temporary Leave, etc.) are tested when a high incidence of drug use or trafficking is suspected.
- Baseline Testing – all parole violators and escapees being returned to custody are tested immediately upon their arrival at the facility.

→ Juvenile Courts order drug testing on adjudicated offenders and juveniles alleged to have committed an offense, on a discretionary basis. If applicable provide documentation of such policies within your jurisdiction and complete the second box.

Please complete the appropriate box below.

The _____ certifies that this unit of local government does not have direct responsibility for the controlled substance testing practices and policies for juveniles within the juvenile justice system, and that this unit of local government complies with the State's practices and policies, as stated above.

Signature of Authorized Official

Date

The _____ has implemented the attached controlled substance testing policy of juveniles within the juvenile justice system.

Signature of Authorized Official

Date

Indiana Criminal Justice Institute
JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS
PURPOSE AREA BUDGET WORKSHEET
(See attached instructions for the Purpose Area Budget Worksheet.)

LEGAL APPLICANT: _____

(See D on Page 2)

PURPOSE AREA: _____

(Enter Purpose Area Letter A-H, see U on Page 10)

For ICJI Use Only

Grant Number: _____

Date Received: ____ / ____ / ____

A. PROJECT PERSONNEL

NEW HIRES & EXISTING EMPLOYEES

Name	Position/Title	% of Time	Gross Salary/Wage	Fringe Benefits	Total Cost
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
New Hires & Existing Employees Subtotal			\$	\$	\$

VOLUNTEERS

Name	Position/Title	% of Time	Total Hours Volunteered

B. CONTRACTUAL SERVICES

Name of Contractor	Type of Contractor	Nature of Job or Service	Fee Basis	Total Cost
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Contractual Services Subtotal				\$

JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS

PURPOSE AREA BUDGET WORKSHEET

(See attached instructions for the Purpose Area Budget Worksheet.)

C. TRAVEL EXPENSES

Destination	Purpose	Transportation	Per Diem	Lodging	Total Cost
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Travel Subtotal		\$	\$	\$	\$

D. EQUIPMENT

Item	Lease/Rent/ Purchase	Quantity	Unit Price	Total Cost
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Equipment Subtotal			\$	\$

E. OPERATING EXPENSES

Expense	Square Footage	Cost Per Square Foot	Quantity	Unit Price	Total Cost
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Operating Expense Subtotal				\$	\$

JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS

PURPOSE AREA BUDGET WORKSHEET

(See attached instructions for the Purpose Area Budget Worksheet.)

E. CONSTRUCTION

Type of Construction	Description	Total Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Construction Subtotal		\$

G. PURPOSE AREA BUDGET SUMMARY

	Amount Allocated	Cash Match	Total Project Cost
TOTAL PURPOSE AREA COSTS	\$	\$	\$

Indiana Criminal Justice Institute

**JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS
TOTAL JAIBG PROGRAM COSTS BUDGET WORKSHEET**

H TOTAL JAIBG PROGRAM COSTS BUDGET WORKSHEET

	Allocation	Cash Match	Total Project Cost
a. PERSONNEL (<i>NEW HIRES & EXISTING EMPLOYEES SUBTOTAL</i>)	\$	\$	\$
b. CONTRACTUAL SERVICES	\$	\$	\$
c. TRAVEL	\$	\$	\$
d. EQUIPMENT	\$	\$	\$
e. OPERATING EXPENSES	\$	\$	\$
f. CONTRUCTION	\$	\$	\$
g. GRAND TOTAL FOR ALL PURPOSE AREAS	\$	\$	\$

Indiana Criminal Justice Institute
INSTRUCTIONS FOR JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS
PURPOSE AREA BUDGET WORKSHEET

Please read these instructions before completing the Budget Worksheet. Contact the Institute if you have questions. Failing to follow instructions or submitting an incomplete Budget Worksheet will delay the processing of your grant application.

Note: A Purpose Area Budget Worksheet (Letters A through G) must be completed for each Purpose Area that you include in your grant application. The form "Total JAIBG Program Costs Budget Worksheet" will summarize all JAIBG Purpose Area costs and thus only needs to be completed once. Please copy additional pages if necessary.

A PROJECT PERSONNEL

New Hires & Existing Employees: Newly hired and existing employees paid with grant funds should be listed here.

- Column 1:* List the name of each person paid with grant funds.
Column 2: List each person's position/title.
Column 3: List the percent of time each person will devote to this grant.
Column 4: List each person's gross salary/wage.
Column 5: List the total of fringe benefits to be paid to each person (such as FICA, insurance, unemployment compensation.)
Column 6: Enter the sum of gross salary/wage and fringe benefits under total cost.

Then provide the gross salary/wage, fringe benefits and total cost subtotals for all employees. Please note that for each individual, fringe benefits may not exceed 31.34% of the dollar amount listed in the total cost column (column 6).

Volunteers: Individuals who will be volunteering for this project should be listed here.

- Column 1:* List the name of each volunteer.
Column 2: List each person's position/title.
Column 3: List the percent of time each person will devote to this grant.
Column 4: List the total hours that each person will volunteer.

Job descriptions and resumes of personnel, if available, should be attached for each individual.

B CONTRACTUAL SERVICES

- Column 1:* List each consultant, association, group or firm that will be contracted with to provide services to the project.
Column 2: List the type of consultant from column 1 (individual, association or organization).
Column 3: Provide a brief description of the job or service each contractor will provide.
Column 4: List whether the consultant will be paid hourly, daily, weekly, monthly or with a flat fee.
Column 5: Enter the total cost for each contractor, including travel expenses.

Then provide the total cost subtotal for all contractual services. Please note that compensation for contractual services cannot exceed \$450.00 per eight-hour day (excluding travel and per diem), including fringe benefits. The maximum rate for compensation for consultants working for educational institutions is the consultant's academic salary (project for 12 months) divided by 260.

C TRAVEL EXPENSES

Each line in this section of the budget should be used to record travel expenses for one individual, not expenses for several people traveling to the same destination. Additional lines should be used to separately record travel expenses for other people going on the same trip. Travel expenses for consultants should be listed under Contractual Services.

- Column 1:* List the travel destination.
Column 2: Indicate the purpose for traveling to each destination (e.g., IYI Kids Count in Indiana Conference).
Column 3: Indicate the total cost associated with transportation to each destination. Transportation costs include car mileage (\$.28/mile), bus fare, airfare, parking expenses, etc.
Column 4: Indicate the total per diem for daily subsistence (meals, etc.) associated with each trip. The maximum per diem rates permitted are \$26.00/day for in-state travel and \$32.00/day for travel out of state.
Column 5: Enter the total cost of lodging when overnight travel is involved. The maximum lodging rate permitted is \$79.00/night plus tax for in-state lodging.
Column 6: Enter the sum of total transportation, total per diem and total lodging costs.

Then provide the transportation, per diem, lodging and total cost subtotals for all travel expenses.

INSTRUCTIONS FOR JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS PURPOSE AREA BUDGET WORKSHEET

D EQUIPMENT

- Column 1:* List all equipment to be purchased with grant funds.
Column 2: Indicate whether each item will be leased, rented or purchased.
Column 3: Indicate the quantity of each equipment item that will be acquired.
Column 4: Indicate the per unit cost of each equipment item.
Column 5: Multiply item quantity by the unit cost of each item and enter this amount under total cost.

Then provide the quantity, unit price and total cost subtotals for all equipment. Please note that items that can be purchased for less than \$5,000.00 should be included in Operating Expenses rather than this category.

E OPERATING EXPENSES

- Column 1:* List all expenses to be paid with grant funds. Expenses can include rent (provide square footage and cost per square foot for rental), telephone service, utilities, reproduction of documents, printing, and other charges.
Column 2: List square footage (only for rental space).
Column 3: List cost per square foot (only for rental space).
Column 4: Indicate the quantity of each item that will be acquired (e.g., 2 word processing software packages, 12 months of telephone service, etc.).
Column 5: Indicate the per unit cost of each item.
Column 6: Multiply item quantity by the unit cost of each item and enter this amount under total cost.

Then provide the quantity, unit price and total cost subtotals for all operating expenses. Items that can be purchased for less than \$5,000.00 should be included here (e.g., Software or other electronic office supplies may be included as operating expenses if the cost per item is less than \$5,000.00.)

F CONSTRUCTION

- Column 1:* Indicate whether the construction costs are for new development or remodeling.
Column 2: Describe the new construction or remodeling that will occur.
Column 3: Enter the total cost for the construction.

Attach all necessary documentation to support total costs listed (e.g., feasibility studies, estimates/quotes, contracts, etc.) Legal applicant and contractors must comply with the National Environmental Policy Act environmental impact analysis requirements.

G BUDGET SUMMARY

- Column 1:* Allocation – Enter the sum of JAIBG allocation amounts you calculated for budget items A through F (Project Personnel, Contractual Services, etc.).
Column 2: Cash Match – Enter the sum of JAIBG cash match amounts you calculated for budget items A through F (Project Personnel, Contractual Services, etc.).
Column 3: Total Project Cost – Add amount allocated and cash match. Enter this amount in total project cost. Note, the sum of the subtotals listed for A through F (Project Personnel Subtotal, Contractual Services Subtotal, etc.) should match what you have listed for total project cost.

Indiana Criminal Justice Institute

INSTRUCTIONS FOR JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS TOTAL JAIBG PROGRAM COSTS BUDGET WORKSHEET INSTRUCTIONS

H TOTAL JAIBG PROGRAM COSTS BUDGET WORKSHEET INSTRUCTIONS

- Column 1:* Enter the sum of JAIBG allocation amounts you calculated for budget items A through F (Project Personnel, Contractual Services, etc.) for all Purpose Areas being submitted with this grant application. Add these amounts together and enter the sum in the last row, Grand Total for All Purpose Areas.
- Column 2:* Enter the sum of JAIBG cash match amounts if any, you calculated for budget items A through F (Project Personnel, Contractual Services, etc.) for all Purpose Areas being submitted with this grant application. Add these amounts together and enter the sum in the last row, Grant Total for All Purpose Areas.
- Column 3:* For each row, add allocation and cash match and the enter sum in the last column total project cost. Add total project costs for Project Personnel, Contractual Services, etc., and enter the sum in the last row, Grand Total for All Purpose Areas. This amount should match question L-3 on page 2 and thus be your total project costs for the entire grant.

Indiana Criminal Justice Institute

JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS PROGRAM CERTIFIED ASSURANCES AND SPECIAL PROVISIONS

(Please include a copy of the certified assurances and special provisions with the application and retain a copy for your records.)

A. Financial and Administrative Management

1. The applicant assures that it will comply with applicable financial and administrative OMB Circulars A-87-102 (Common Rule), A-110, and A-133, and will comply with the provisions of the Office of the Comptroller, Office of Justice Programs, OC Financial Guide, current edition.
2. The applicant assures that it will maintain generally accepted accounting procedures to provide for accurate and timely recording and receipt of fund by source, by expenditure by item made from such funds, and of unexpended balances. Adequate controls will be established to ensure that expenditures charged to grant activities are for allowable purposes and documentation is readily available to verify that such charges are accurate.
3. In compliance with Single Audit Act of 1984, P.L. 98-502, the applicant agrees to provide the Indiana Criminal Justice Institute with copies of its annual audit reports performed by the Indiana State Board of Accounts.

B. Match and Non-Supplanting of State/Local Funds

1. The applicant assures that federal funds made available through this grant will not be used to supplant state or local funds, but will be used to supplement and increase the amounts of such funds that would, in the absence of federal funds, be made available.
2. The applicant certifies that matching funds required to pay the non-federal portion of the cost of this subgrant are in addition to funds that would have otherwise been made available for the purposes of this project and are not other federal grant funds.

C. Discrimination Prohibited

1. The applicant assures that it will comply with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act ADA (1990); Title IX of Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice regulations on disability discrimination, 28 CFR Part 25 and Part 39; and Executive Order 11246, as amended by Executive Order 11375, and their implementing regulations, 41 CFR Part 60.1 et seq., as applicable to construction costs.
2. The applicant assures that in the event a federal or state court or administrative agency makes, or had made, a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against it, the applicant will forward a copy of the finding to the Indiana Criminal Justice Institute within 45 days of the finding, or, if the finding occurred prior the grant award, within 45 days of the award date.

D. Federal Laws & Regulations Applicable to Federal Assistance Programs

1. Recipient will comply with Federal laws and regulations applicable to federal assistance programs and with provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22 Confidentiality of Identifiable Research and Statistical Information; Part 23 Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; and Part 63, Floodplain Management and Wetland Protection Procedures.

E. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower Tier Covered Transactions (Subgrantees receiving \$100,000 or more)

1. As required by Executive Order 12549, 28 CFR Part 67, Section 67.510, the applicant certifies that it and its principles:
 - (a.) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS PROGRAM CERTIFIED ASSURANCES AND SPECIAL PROVISIONS

- (b.) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offenses in connection with obtaining, attempting to obtain, or performing a public (Federal or State) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph (1)(b) of this certification; and
 - (d.) Have not within the a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

F. *Certification Regarding Lobbying (Subgrantees receiving \$100,000 or more)* As required by Section 1352, Title 31, 28 CFR, Part 69, the prospective subgrantee certifies, by submission of this proposal, that:

- 1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employer of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with making any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, or renewal, amendment, or modification of any Federal grant or cooperative agreement;
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influence or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions;
- 3. The undersigned shall require that language of this certification be included in documents for all contracts or cooperative agreements under this grant and that all contractees shall certify and disclose accordingly.

G. *Drug-Free Workplace (Subgrantees other than individuals)*

- 1. As required by the Drug-Free Workplace Act of 1988 and defined at 28 CFR, Part 67, Sections 67.615 abd 67.620, the applicant certifies that it will or will continue to provide a drug-free workplace by:
 - (a.) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b.) Establishing an on-going drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the grantees policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c.) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
 - (d.) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - 1. Abide by the terms of the statement; and
 - 2. Notify the employer in writing of his or her conviction for a violation of criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.
 - 3. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the Rehabilitation Act of 1973, as amended, or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - c. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), and (d)(1)(2)(3).

Indiana Criminal Justice Institute

JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS PROGRAM CERTIFICATIONS & ACCEPTANCE

(All signatures must be original signatures)

The APPLICANT, through the following signatories, certifies that the statements in this grant are true and complete to the best of the APPLICANT'S knowledge and accepts, as to any grant awarded, the obligation to comply with any Indiana Criminal Justice Institute special conditions specified in the Grant Award. "The signatories certify that we have read the instructions for this application and are fully cognizant of our duties and responsibilities with regards to the implementation of the project proposed in the application."

- **Official for Legal Applicant** – A representative of the Legal Applicant identified in **Item D on page 2** of the grant application.
- **Director of Implementing Agency** – Director or similar representative of the Implementing Agency Identified in **Item I on page 2** of the grant application.
- **Project Director** – The Project Director identified in **Item J on page 2** of the grant application.
- **Financial Officer** – The Financial Officer (County Auditor, City Controller, City Clerk-Treasurer, Town Treasurer or other individual) identified in **Item E on page 2** of the grant application.

A. Signature

Official for Legal Applicant

Date

Title

B. Signature

Director of Implementing Agency

Date

Title

C. Signature

Project Director

Date

Title

D. Signature

Financial Officer

Date

Title

Indiana Criminal Justice Institute

**JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANTS PROGRAM
WAIVER OF DIRECT SUBGRANT AWARD**

Complete and attach copies for each unit of government, other than the lead unit of government, involved with the regional JAIBG collaboration.

To: Indiana Criminal Justice Institute, Juvenile Division

The _____ (*Unit of Government*) hereby waives its right to its JAIBG allocated direct subgrant award amount of \$ _____ (*JAIBG Allocation Amount*) and requests that our unit of government's funds be awarded to _____ (*Designated lead unit of government*). The JAIBG Plan submitted by this designated lead unit of government includes the needs of our unit of government and our award will be spent for our benefit through this plan. Representation of our unit of government fully participated in the plan development and will continue to monitor and participate in the plan implementation. All cash match associated with our allocated amount has been assured to through the submitted plan.

CERTIFICATION & SIGNATURE

Authorized Official for Unit of Government (*Person authorized to enter into binding commitments on behalf of the unit of government. For example, the mayor.*)

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS PAGE IS CORRECT.

Typed Name: _____

Typed Title: _____

Original Signature

Date

Indiana Criminal Justice Institute

JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT PROGRAM (JAIBG) ADMINISTRATIVE REQUIREMENTS

JAIBG awards will be made to eligible units of government in accordance with the following administrative requirements:

- ✓ JAIBG allocations for units of local government are computed on the basis of a formula using a combination of law enforcement expenditures and Part I violent crime data for the three most recent calendar years for which data is available. Two thirds of each unit's allocation is based on law enforcement expenditure data and one third is based on the reported violent crime arrests, in the same ratio as the aggregate of all other units of general local government in the State.
- ✓ Eligible units of local government receiving JAIBG allocations must contribute, **in the form of a cash match**, 10% of the total cost of the program to be implemented using JAIBG funds, *with the exception of construction of permanent correctional facilities, which require a 50% cash match*. Match requirements for JAIBG allocations have been computed by ICJI and can be found on the **JAIBG: Indiana Allocations** enclosure. Please note match funds are subject to the same federal regulations as allocated federal funds.
- ✓ Units of local government may use up to 10% of their total JAIBG awards for administrative costs related to the JAIBG program. *All funds used for administrative costs are subject to the match requirement*. JAIBG applicants are permitted to use administrative funds to reimburse the unit of local government for pre-incurred administrative and planning costs associated with the development of the **coordinated enforcement plan for reducing juvenile crime**.
- ✓ No unit of local government may receive an allocation that exceeds 100% of the average law enforcement expenditures of that unit for the three most recent calendar years for which data is available.
- ✓ To be eligible for a direct award, units of local government must have a calculated allocation of \$5,000 or more. Allocations less than \$5,000 revert back to the State and are combined with the State's original share of the JAIBG award. These funds are being made available to Indiana's 92 counties through a redistribution calculation that ensures that **all** counties receive a minimum allocation of \$20,000. By accepting this redistribution allocation, counties agree to use JAIBG funds to benefit those units of local government within their county that are not eligible to receive a direct JAIBG award.
- ✓ JAIBG applicants are required, by federal guidelines, to establish a **Juvenile Crime Enforcement Coalition (JCEC)** to include (unless impractical), at a minimum, individuals representing: (1) police; (2) sheriff; (3) prosecutor; (4) probation; (5) community corrections; (6) juvenile court; (7) schools; (8) business; and (10) religious affiliated, fraternal, nonprofit, or social service organizations involved with juvenile justice. The JCEC will be responsible for the development of a **coordinated enforcement plan to reduce juvenile crime** to be included as part of the JAIBG application. *Units of local government are encouraged to utilize or supplement the membership of an existing board(s) to satisfy the JCEC requirement*.
- ✓ Units of local government may waive their right to the JAIBG allocation, allowing their allocation to revert to the state for reallocation. OR, enter into regional coalitions, combining their JAIBG allocations. However, a single unit of local government must serve as the fiscal agent for receiving the JAIBG allocation from the State and obligating/expending funds for the benefit of the combined units.
- ❖ Please direct any questions regarding the administration of the JAIBG program to:

Indiana Criminal Justice Institute
Youth Division Director
One North Capitol Avenue, Suite 1000
Indianapolis, IN 46204-2038
Phone: (317) 233-3340 Fax: (317) 232-4979